New eMaryland Marketplace

Solicitation Training

Creation, Setup & Posting

Contents

STEP 1: **Create a Bid document.**

- Login to eMaryland Marketplace.

- The homepage for your current role will appear.
- If role tabs appear along the top-right, make sure that the **Basic Purchasing** tab is highlighted. If not, click that tab.
- If no role tabs appear, you only have one role.
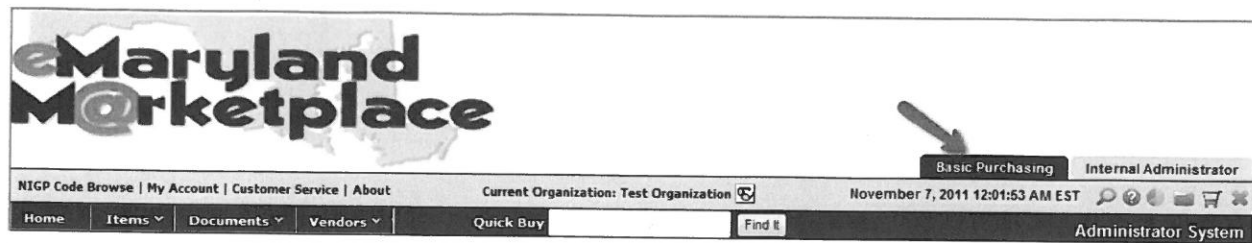
- From the Navigation tool bar, hover your mouse over **Documents**, then **Bids**, and then click **New**.

- Click **Create a Bid from scratch** and click **Continue**.

- The **General** tab of the Bid document will appear.

- Complete the following fields. All other fields should be ignored.
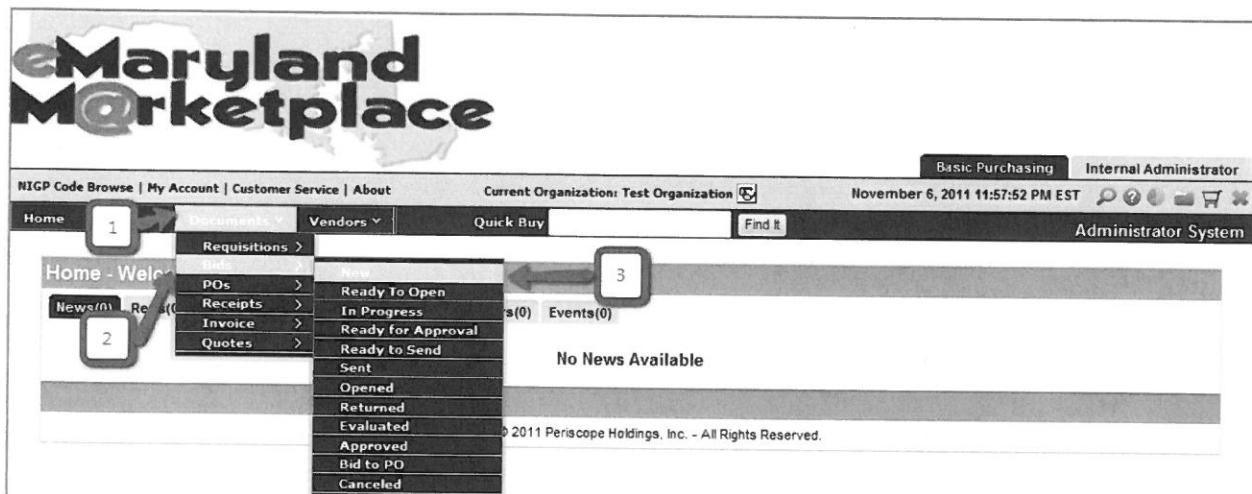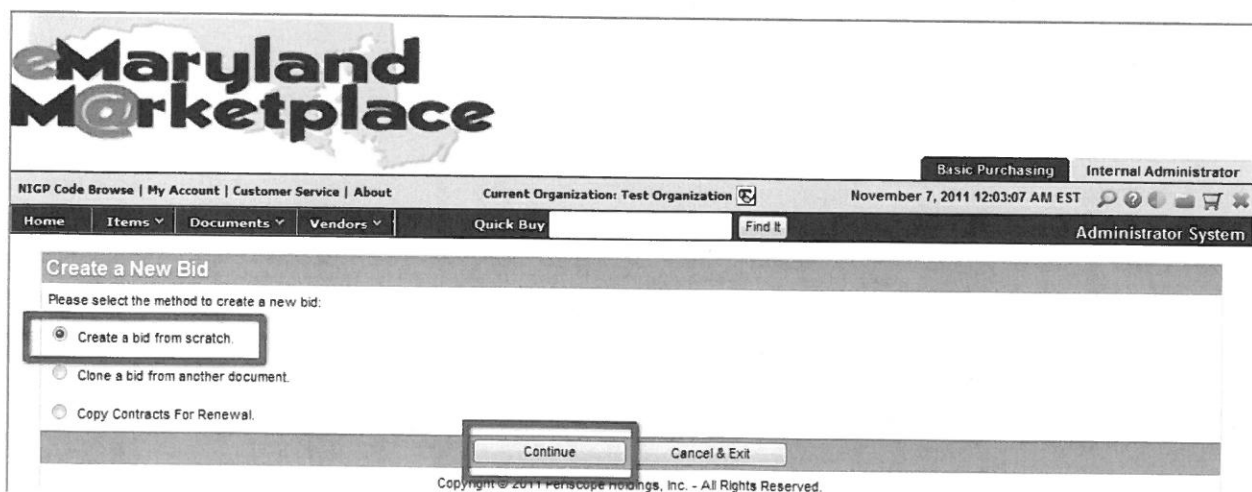   - Description – Title of the solicitation.
    - Type Code – Type of solicitation that is being conducted.
    - Fiscal Year – Fiscal year that this solicitation is being conducted in.
    - Department – Department that the solicitation is being conducted on behalf of.
    - Location – Location that the solicitation is being conducted on behalf of.
    - Allow Electronic Response – When checked, vendors can respond to this solicitation online (does not prohibit offline response). When unchecked, vendors must respond offline.
    - Required Date (optional) – Date that the solicited goods/services must be delivered by.
    - Bid Opening Date – Due date and time for vendor responses to the solicitation. No responses can be submitted after this date (select a time in the future). **See note below about selecting dates.**
    - Available Date – Date and time that vendors will be able to view the solicitation online and respond (select a time in the past to have the solicitation be immediately published after sending). **See note below about selecting dates.**
    - Bid Type – Leave at "Open Bid" unless only a pre-set list of vendors can view and respond to the solicitation, such as with a multi-step solicitation or Task Assignment. If so, pick "Closed Bid."
    - Alternate ID (optional) – Used to document an alternate number for the solicitation.

- Purchase Method – Leave at "Open Market" unless a term contract will be awarded and the begin and end dates are known or can be estimated. If so, pick "Blanket."

- Info Contact – The contact information that should be used by vendors for the solicitation.

- Pre-Bid Conference – Date, time and other information about the pre-bid conference (if applicable).

- Bulletin Description – The long description of the solicitation (optional).

NOTE: Dates can be entered by clicking the calendar icon next to the field. This will display a pop-up window featuring a calendar with dropdown fields to select a time. **You must select the time before clicking on the date.**

Bid Opening Date: *(MM/DD/YYYY HH:MM:SS AM or PM)

April ▾						◁ 2010 ▷
April 2010	Select month		Change year			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
		AM ▾ 11 ▾ 51 ▾ 00 ▾	Select time			

- After all of the fields listed have been completed. Click **Save & Continue**.

Solicitation Training

- The screen will refresh. The Bid will be assigned a number and status. A red validation error will display. Proceed to the next step.
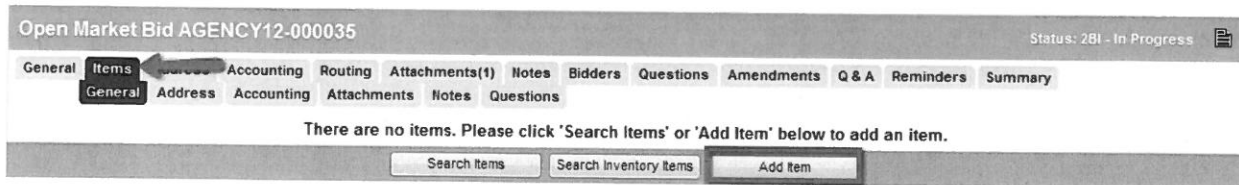
STEP 2: **Create the line-items that can be bid upon.**

- Click on the **Items** tab and then click **Add Item**.

Open Market Bid AGENCY12-000035												Status: 2BI - In Progress
General	Items		Accounting	Routing	Attachments(1)	Notes	Bidders	Questions	Amendments	Q & A	Reminders	Summary
	General	Address	Accounting	Attachments	Notes	Questions						

There are no items. Please click 'Search Items' or 'Add Item' below to add an item.

[Search Items]   [Search Inventory Items]   [Add Item]

- Complete the following item detail fields. All other fields can be ignored.

    - Description – Fully describe an item that vendors can provide a price quote for, or direct vendors to attached documents (e.g. Specifications) where a description can be found. Also include any other information necessary directing vendors on how to respond.
    - Quantity – The quantity of the item desired. For services, will usually be "1."
    - Unit of Measure – The unit of measure for the item.
    - NIGP Class – The first 3 digits of the commodity code.
    - NIGP Class Item – The last 2 digits of the commodity code.

NOTE: Clicking the **eyeglass** icon below the **NIGP Class** field as shown below will allow you to search for a commodity code. The **Commodity Code** field will NOT be used here.

- If you clicked to search for a NIGP Class code, a pop-up with the **Commodity and Service Codes Search** screen will appear.

- Enter a **NIGP Keyword** and click **Search**.

- The matching results will appear below.

- Click the button for the code you would like to use and click **Save & Exit**.

	Code	Description
○	240-66	Meal Servers, Insulated
○	393-06	Combination Meals, Shelf Staple (To Include Ready to Eat Prepared Meals) MRE
○	393-43	Crackers and Cookies, Packaged
○	393-53	Fruits, Vegetables, and Full Meal Entrees, Dehydrated
○	393-56	Grocers'Miscellaneous Items: Cake Decorations, Candles, Canned Fuel, Food Preservatives, Matches, Meal Kits, Toothpicks, etc.
○	393-62	Meal, Corn
○	952-30	Delivered Meals (Including Shelf Stable Meals and Congregate Meals)
○	963-47	Meals

[Save & Exit]   [Cancel & Exit]

- The item details will appear again. Review the item.

- To add another item, click **Save & Add New** and repeat this step.

- Click **Save & Exit** once done adding items.

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

General | Items | Address | Accounting | Routing | Attachments(1) | Notes | Bidders | Questions | Amendments | Q & A | Reminders | Summary
General | Address | Accounting | Attachments | Notes | Questions

Item #:	1	Item Type:	Normal
Print Sequence*:	1.0	Item Status:	2BI - In Progress
Description*:		Stock Item Number:	
	meals		

Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
5.0	0.00	$0.00	EA	0.0	0.00	$0.00

NIGP Class:	963	963 - NON-BIDDABLE MISCELLANEOUS ITE...	Tax Rate:
NIGP Class Item:	47	47 - Meals	Tax Amount: $0.00
Commodity Code:			Extended Amount: $0.00

Manufacturer:	Brand:	Model:
Make:	Packaging	

[Save & Add New] [Save & Exit] [Save & Continue] [Reset] [Cancel & Exit]

- The list of the items you've added will appear.
- Review your items and make changes as shown below if necessary.

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

General | Items | Accounting | Routing | Attachments(1) | Notes | Bidders | Questions | Amendments | Q & A | Reminders | Summary
General | Address | Accounting | Attachments | Notes | Questions
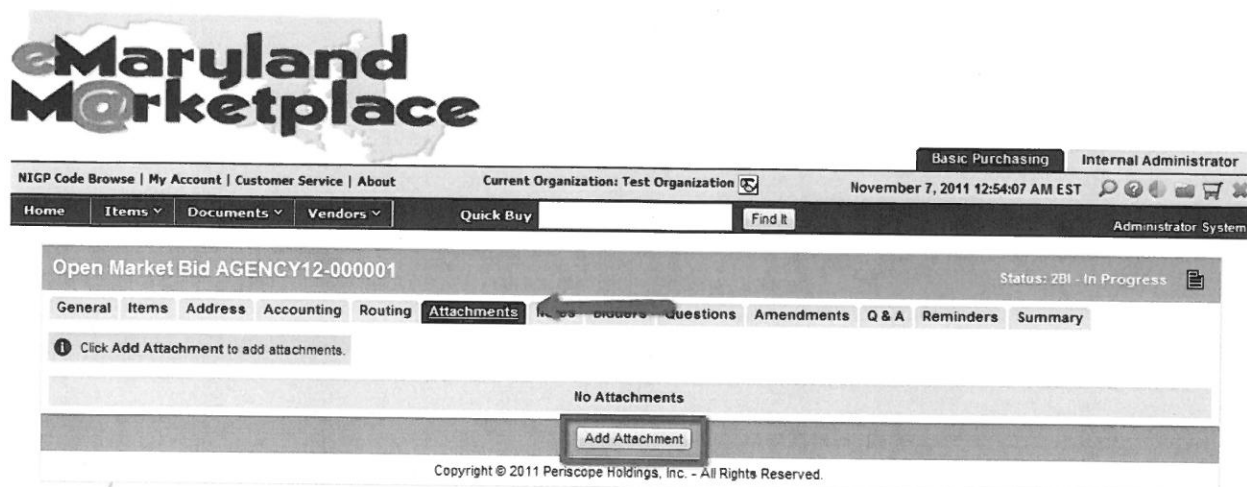
Sort by Column: Print Sequence   ☐ Sort Descending   [Go]

Item #	Print Sequence	Item Description							Delete
		Quantity	UOM	Unit Cost	Net Unit Cost	Total Discount Amt.	Tax Rate	Tax Amount	☐
1	1.0	meals							
		5.0	EA	0.00	$0.00	$0.00	0.0	$0.00	$0.00 ☐
								Total	$0.00

Edit an item   **Delete an item**   **Add another item**

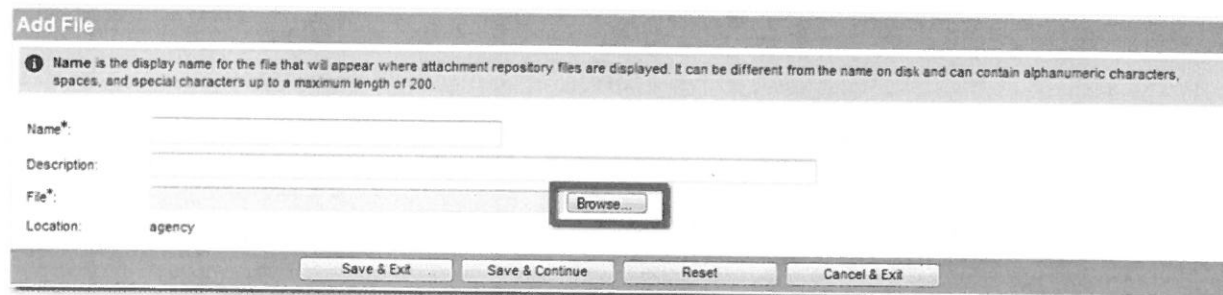[Save & Continue] [Search Items] [Search Inventory Items] [Add Item]

STEP 3: **Attach the official solicitation documentation.**

- Click the **Attachments** tab and choose **Add Attachment**.

- Click the **Browse** button.
- Your computer's directory will appear.
- Double-click a file to attach.

- Enter a **Description** of the file, if desired.
- Click **Save & Exit**.

Add File

ℹ **Name** is the display name for the file that will appear where attachment reposi~~~~~~~~~ifferent from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200

> If desired, edit the file Name and add a Description.

Name*: Terms and Conditions.docx

Description:

File*: C:\Users\Chris\Desktop\Terms and Conditions.docx [Browse...]

Location: agency

[Save & Exit] [Save & Continue] [Reset] [Cancel & Exit]

- Your list of attachments will appear.
- Click **Add Attachment** to attach another file, if desired.

Open Market Bid AGENCY12-000035

General Items Address Accounting Routing **Attachments(1)** ~~~~~~~~ Ques Reminders Su

> Show / hide a file from the vendors
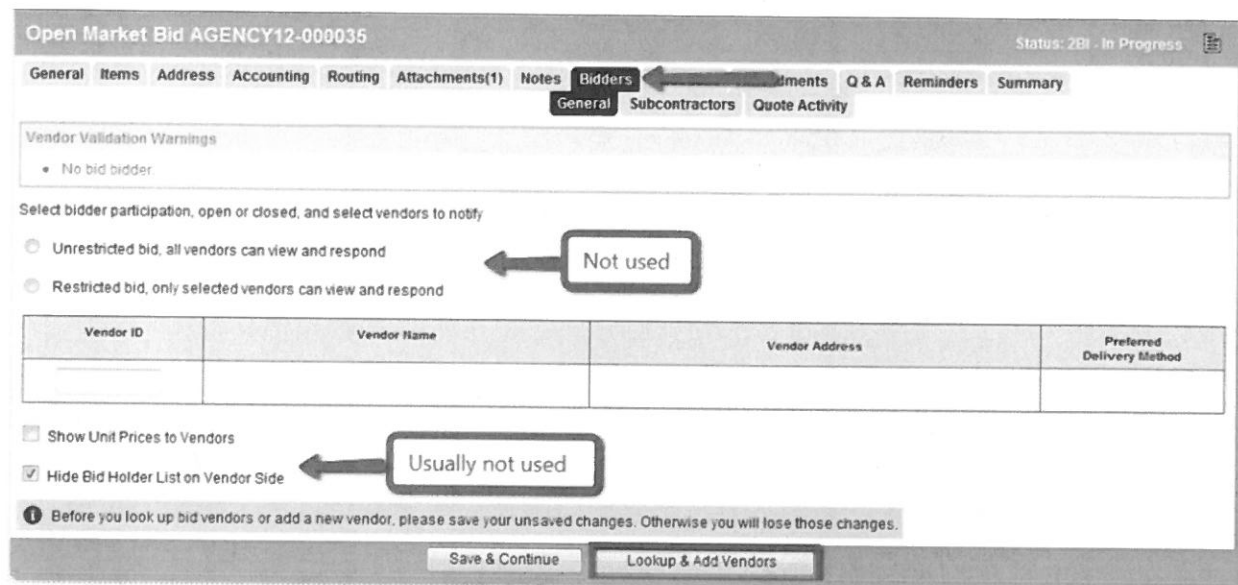
> Delete a file

Name	Description	Show Vendor		Attached Date	Delete
Terms and Conditions~1.docx		☑	Administrator System	11/11/2011	☐

[Save & Continue] [Add Attachment]

> Attach another file

STEP 4: **Search and add Vendors to notify.**

- Go to the **Bidders Tab** and select **Lookup & Add Vendors**.

- A search pop-up window will appear.
- Scroll to the bottom of the screen.
- Click the **Find Vendors for All Commodity Codes on the Bid** button.

Browse by:	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
	0 1 2 3 4 5 6 7 8 9 10

Find It	Clear

Find Vendors for All Commodity Codes on the Bid	Close Window

- The list of vendors matching the line-item commodity codes will appear below.
- Select the vendors that return by clicking the check box at the top of the **Select** column.

Lookup & Add Reference Vendors - Bid AGENCY12-000035

Search Using:	ALL of the criteria ▾

Scroll down

Find It	Clear

Search fields:	Vendor ID		Vendor Name	

Select all vendors on this page

1-25 of 35
1 2

Select ☐	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor
☐	00000006	Acme Products Inc.				1 Acme Lane Something Something Something	Death Valley	CA		(555)555-8888	No

Scroll down

Lookup & Add Reference Vendors - Bid AGENCY12-000035

Search Using:	ALL of the criteria ▾

Scroll down

Find It	Clear

Search fields:	Vendor ID		Vendor Name	

Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor
☐	00000006	Acme Products Inc.				1 Acme Lane Something Something Something	Death Valley	CA		(555)555-8888	No

Select all vendors on this page — 1-25 of 35 1 2 — *Scroll down*

- Click **Save & Exit**.
- The **Bidders** tab will appear with all of the selected vendors listed.
- Review the list of vendors to notify.

Open Market Bid AGENCY12-000035 — Status: 2BI - In Progress

General   Items   Address   Accounting   Routing   Attachments(1)   Notes   **Bidders**   Amendments   Q & A   Reminders   Summary

General   Subcontractors   Quote Activity

Select bidder participation, open or closed, and select vendors to notify

○ Unrestricted bid, all vendors can view and respond

○ Restricted bid, only selected vendors can view and respond

Confirm the list of vendors to notify about the solicitation
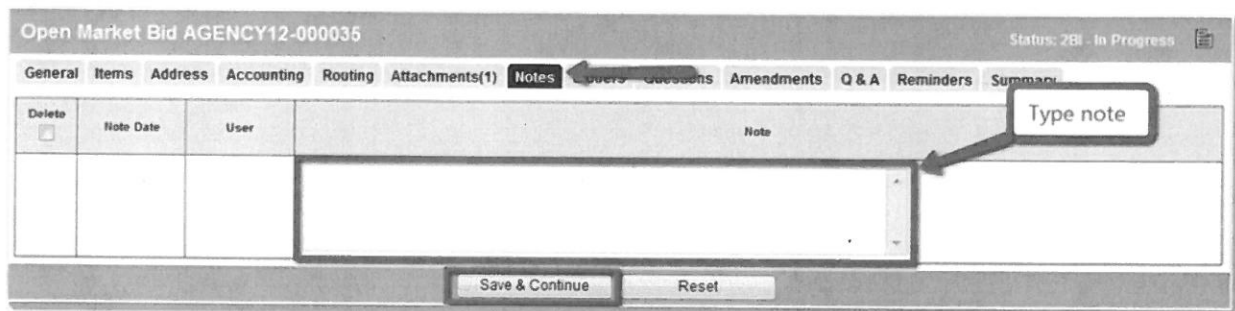
Delete	Vendor ID	Vendor Name	Vendor Address	Preferred Delivery Method
☐				
☐	00000002	Test Vendor	Bid Mailing Address: Add New Address — Bid Mailing Address(default) - Contact Address Line 1 City, MD 55555 U... ▼ — Address Line 1 City, MD 55555 US	Email
☐	00000014	Periscope Holdings	Bid Mailing Address: Add New Address — General Mailing Address - Chriss Kennedy 211 E. 7th Street Suite 1... ▼ — 211 E. 7th Street Suite 1100 Austin, TX 78777 US	Email

Scroll down

OPTIONAL BID STEPS: **Notes, Questions, Q&A and Reminders**

- Click the **Notes** tab.
- Notes are NOT shared with vendors.
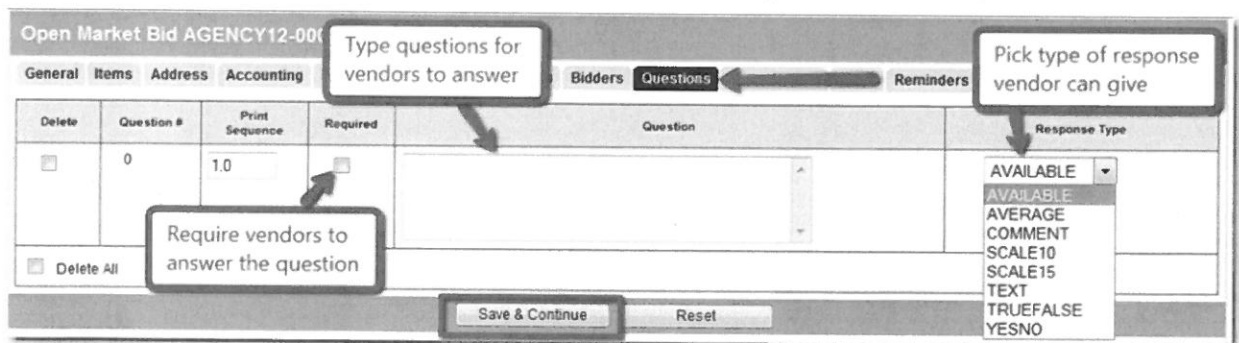- If desired, type in a Note and click **Save & Continue**.

- Click the **Questions** tab.
- Questions will be asked to vendors during their response.
- Questions are useful only if online responses will be accepted.
- If a Question is checked "Required," the vendor will have to answer it before they can submit an online response.

- Vendors can only respond to a Question with the **Response Type** selected.
- The **Response Type** descriptions are below.

Response Type	Description
AVAILABLE	Vendor can select one of the following: Fully provided, Not Provided, Custom Development Required, Provided With Modifications, Provided with Reporting or Development Tool
AVERAGE	Vendor can select one of the following: Poor, Below Average, Average, Above Average, Excellent
COMMENT	Vendor can provide text response of up to 250 characters.
SCALE10	Vendor can select a number from 1 to 10.
SCALE15	Vendor can select a number from 1 to 5.
TEXT	Vendor can provide text response of up to 4000 characters.
TRUEFALSE	Vendor can select either true or false.
YESNO	Vendor can select either yes or no.

- Click the **Q&A** tab.

- Using Q&A allows you to publish questions you've received from vendors and your answers, if desired.

- To publish Q&A, complete the **Question Subject**, **Question** and **Answer** fields, then click the **Show on Web** check box and **Save & Continue**.

- You can also allow vendors to submit questions through eMaryland Marketplace that will show up here for you to answer.

- To enable this, click the check box next to **Allow vendor to submit questions**.

- If you want to receive a notification every time a vendor submits a question through eMaryland Marketplace, click the **Send notification when vendor submitting question** check box.

- Click **Save & Continue**.

Type questions you've received from vendors and your answers.

- Click the **Reminders** tab.
- Reminders allow you to assign a task to yourself or others, if desired.
- Reminders will appear on the assigned user's eMaryland Marketplace Homepage.
- They can also be set to trigger an email.
- To set up a Reminder, complete all of the fields and click **Save & Continue**.

STEP 5: **Review and submit the Bid document.**

- Select the **Summary** tab.
- You will be able to view all of the information entered on the previous tabs.
- If a red validation error displays along the top of the document, you must return to the appropriate tab and correct the issue.

- Once you have reviewed your Bid, select **Submit for Approval** on the bottom of the **Summary** tab.
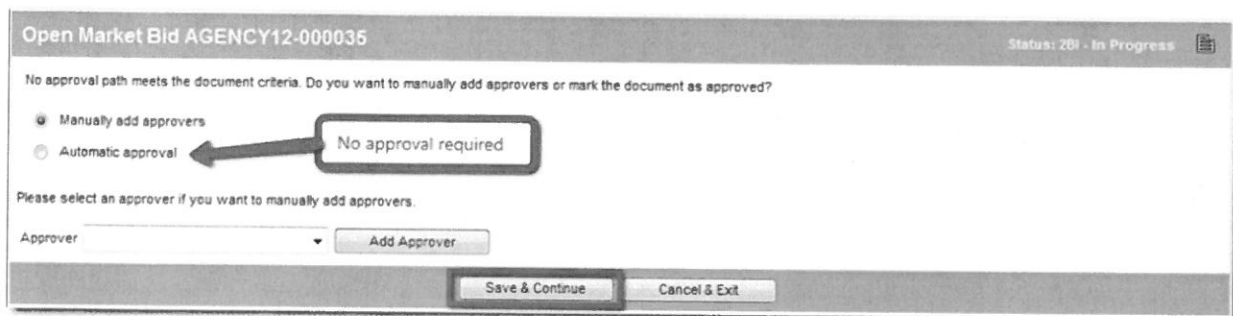
- If your solicitations do NOT require approval, click the **Automatic approval** button, then **Save & Continue**.

NOTE: Once you click **Save & Continue**, you will no longer be able to make changes to the Bid document unless you publish it and create an amendment / addendum. If necessary, click **Cancel & Exit** to return to the Bid and make additional changes.
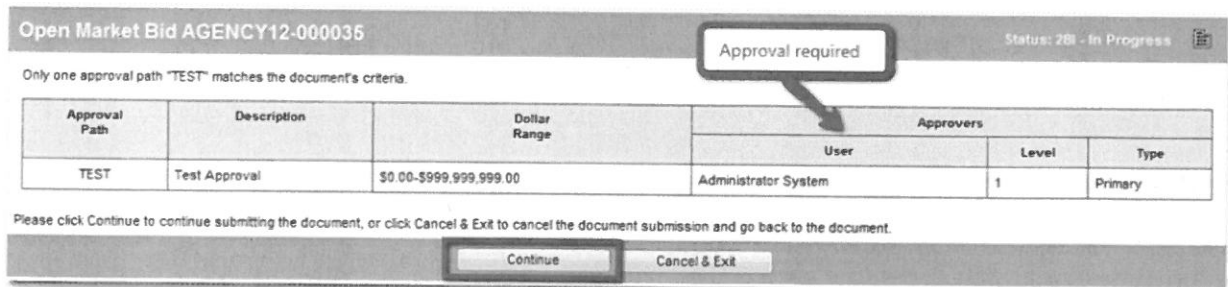
- The **Summary** tab of the Bid document will appear.
- That status of the Bid document is now "Ready to Send."
- You can skip to the next step.

- If your document required approval in eMaryland Marketplace, it will appear in "Ready for Approval" status.
- You cannot make edits to the document.

Open Market Bid AGENCY12-000001 Status: 2BRA - Ready for Approval

General Items Address Accounting Routing Attachments Notes Bidders Questions Amendments Q & A Reminders **Summary**

Header Information

Bid Number:	AGENCY12-000001	Description:	test	Status:	2BRA - Ready for Approval	
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email	
Organization:	Test Organization					
Fiscal Year:	12	Department:	TEST - Test Department	Location:	TEST - Test Location	
Show On Web:	Yes	Allow Electronic Quote:	Yes	Required Date:	11/07/2011	
Bid Opening Date:	11/30/2011 12:00:00 PM	Available Date:	11/07/2011 12:00:00 PM			

- If one of the approvers disapproves the document, you will be emailed.

- The document will enter a status of "Returned."

- Access the document and click the **Reopen Bid** on the bottom of the **Summary** tab to make edits to the document and re-submit it.

Open Market Bid AGENCY12-000035 Status: 2BRT - Returned

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders **Summary**

Header Information

Bid Number:	AGENCY12-000035	Description:	test	Status:	2BRT - Returned
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization				
Fiscal Year:	12	Department:	TEST - Test Department	Location:	TEST - Test Location
Show On Web:	Yes	Allow Electronic Quote:	Yes	Required Date:	11/30/2011
Bid Opening Date:	11/30/2011 10:02:00 PM	Available Date:	11/14/2011 10:02:00 PM		
Purge Date:					
Bid Type:	Open Bid	Informal Bid:	No		

Scroll down

Pre-bid Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approved/Disapproved/Canceled by	Comment View
	Administrator System	1		1	Primary	11/29/2011 11:11:00 AM	11/29/2011 11:17:22 AM	Administrator System	

Reopen Bid   Clone Bid   Print

- Once your document is approved, it will enter a status of "Ready to Send."

Open Market Bid AGENCY12-000035   Status: 2BR - Ready to Send
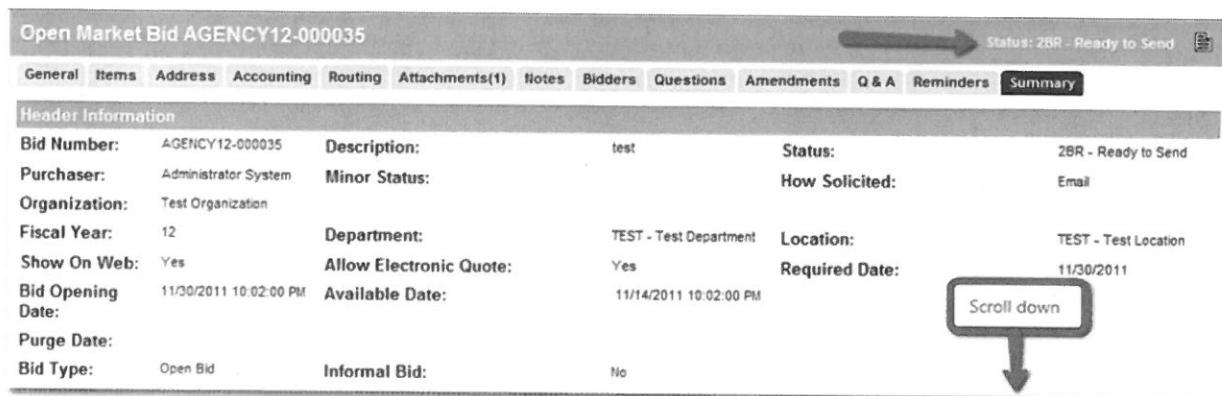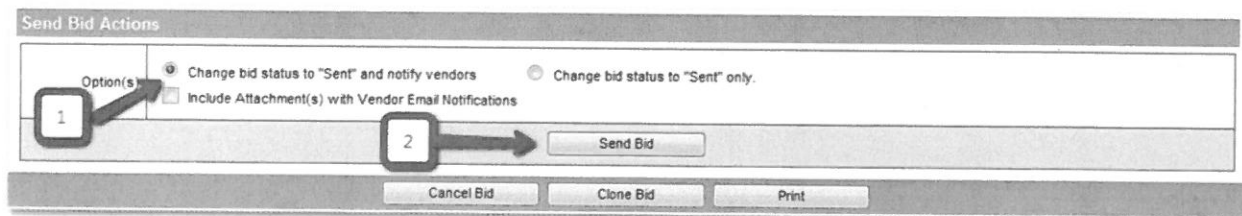
| General | Items | Address | Accounting | Routing | Attachments(1) | Notes | Bidders | Questions | Amendments | Q & A | Reminders | Summary |

Header Information

Bid Number:	AGENCY12-000035	**Description:**	test	**Status:**	2BR - Ready to Send
Purchaser:	Administrator System	**Minor Status:**		**How Solicited:**	Email
Organization:	Test Organization				
Fiscal Year:	12	**Department:**	TEST - Test Department	**Location:**	TEST - Test Location
Show On Web:	Yes	**Allow Electronic Quote:**	Yes	**Required Date:**	11/30/2011
Bid Opening Date:	11/30/2011 10:02:00 PM	**Available Date:**	11/14/2011 10:02:00 PM		

STEP 6: **Post the solicitation.**

- Scroll down to the bottom of the **Summary** tab of your Bid document to the **Send Bid Actions** section.

- Ensure **Change bid status to "Sent" and notify vendors** is selected.
- Click **Send Bid**.

NOTE: Selecting **Include Attachment(s) with Vendor Email Notifications** is NOT recommended. **If notifying many vendors and / or attaching large files to your Bid, this has the potential to slow down your email system.**

- The **Vendor Notification Result** screen will appear.
- All of the vendors selected to notify will be listed.

Vendor Notification Result

Subject: Bid Notification - Bid # ADSPO10-00000113, AutoGSD Architecture Subscription Renewal

Email Recipients

Delivery Date: 04/23/2010 11:40:00 AM

Vendor ID	Vendor Name	Email Address
000000525	W.T. Cox Subscriptions	Amanda Danford (test@goperiscope.com)
000004191	The Wilkins Group LLC	Tawnya Combe (test@goperiscope.com)

OK

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VENDOR STEP (For training only): **Respond to the solicitation online.**

- Logout of eMaryland Marketplace as a Procurement Officer.
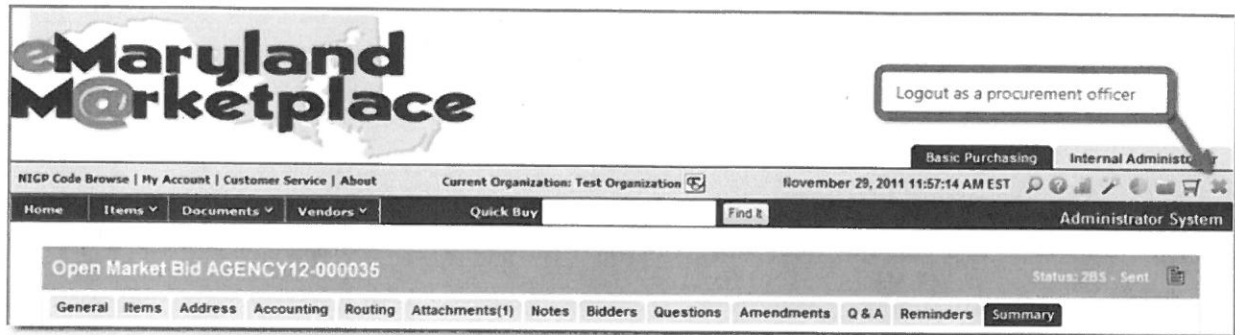
- Click **Log In** on the screen that appears.
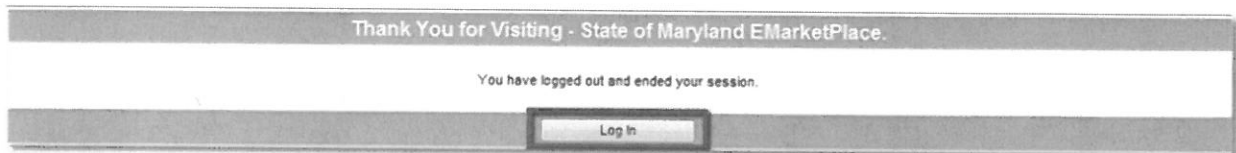
- Click **Open Bids** on the Login screen.

- Your Bid document should appear listed. Look for your name in the **Buyer** column.

- If your Bid does not appear, skip to the next step to create an amendment / addendum. The issue is one of the following.

    o The **Bid Available Date** has not been reached yet.

    o The **Bid Opening Date** has already passed.

    o The **Bid Type** was set to "Closed Bid."

- If your Bid does appear, click the link in the **Bid#** column.

- Upon clicking your Bid, a screen appears alerting vendors that they must log in to acknowledge the Bid and receive future correspondence about it.
- Click **Proceed**.

- A redacted version of the Bid Summary tab will appear.

- Click the **Exit** buttons on the bottom of the screen until you get back to the Login screen.
- Log in as a vendor in the TEST ENVIRONMENT ONLY with the following information:

- o Login ID – vendort
- o Password – passw0rd

- The vendor Home page will appear.
- Click the **Bids** tab below the "Home – Welcome Back Test Vendor" section.
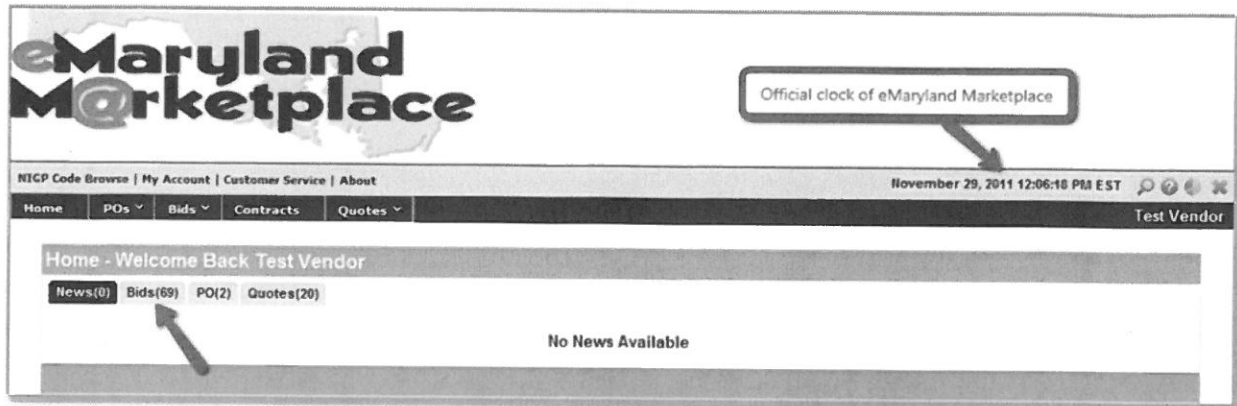
- Scroll down to the "Open Bids" section.

- Click the link in the **Bid#** column for your Bid.

- If your Bid doesn't appear listed, click the **View More** link at the bottom of this section.

- The **Acknowledge Receipt and View Solicitation** screen will appear.

- This screen enables vendors you didn't notify about the solicitation to get on the list to receive future notifications about it.

- Click **Yes**.

Acknowledge Receipt and View Solicitation

Bid #　　　　　　　AGENCY12-000053

Bid Description　　　Projection Screen

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

Yes	No

- The redacted version of the Bid Summary tab will appear.

Bid Solicitation: AGENCY12-000053

Header Information

Bid Number: AGENCY12-000053	**Description:** Projection Screen	**Bid Opening Date:**	12/16/2011 02:00:00 PM
Purchaser: Test User 24	**Organization:** Test Organization	*Online responses*	
Department: TEST - Test Department	**Location:** TEST - Test Location	**Allow Electronic Quote:**	Yes
Fiscal Year: 12	**Type Code:** IB - Invitation to Bid (ITB)	**Available Date :**	11/17/2010 02:00:00 PM
Alternate Id:	**Required Date:** 12/19/2011	**Informal Bid Flag:**	No
Info Contact: Walter Johnson	**Bid Type:** OPEN		
Purchase Method: Open Market			

Due Date　　*Pre Bid Conference info*　　*Scroll down*

Pre Bid Conference: November 23, 2011 @2:00 pm for a prebid to review the sight of delivery and installation.

Bulletin Desc: Purchase, delivery and installation of projection screen

- Scroll down to the bottom of the screen.

- Click the **Create Quote** button to create an online response.

NOTE: This button will not appear if you did not enable online responses.

Item Information
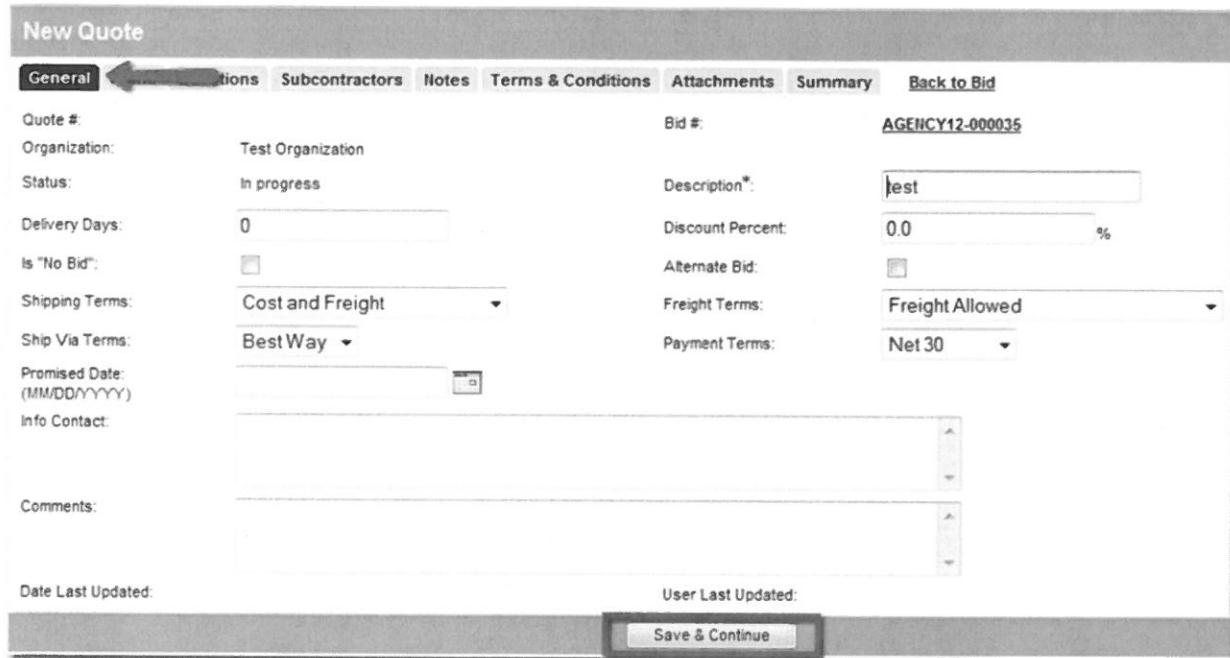
Item # 1: (840 - 67) Digital Video Recorder

NIGP Code: 840-67
Video Camera Recorders, Digital Type

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
10.0		EA - Each				

Manufacturer:	Brand:	Model:
Make:	Packaging:	

Create an online response

Print Page	Create Quote	Bid Q & A	Exit

- The **General** tab of the New Quote document will appear.

- Click **Save & Continue** on the bottom of the screen.

New Quote

| General | ...tions | Subcontractors | Notes | Terms & Conditions | Attachments | Summary | Back to Bid |

Quote #:		Bid #:	AGENCY12-000035
Organization:	Test Organization		
Status:	In progress	Description*:	test
Delivery Days:	0	Discount Percent:	0.0 %
Is "No Bid":	☐	Alternate Bid:	☐
Shipping Terms:	Cost and Freight ▾	Freight Terms:	Freight Allowed ▾
Ship Via Terms:	Best Way ▾	Payment Terms:	Net 30 ▾
Promised Date: (MM/DD/YYYY)	🗓		
Info Contact:			
Comments:			
Date Last Updated:		User Last Updated:	

Save & Continue

- The screen will refresh.

- A number will be assigned to the Quote document along the top.

- Red "Quote Validation Errors" will appear detailing what information must be completed before the response can be submitted.

- Click the **Items** tab.
- Enter a **Unit Cost** for each item.
- Click **Save & Continue**.

- Click the **Questions** tab.
- Any Questions you set up on the Bid will appear.

- Provide a response to each Question.

- Click **Save & Continue**.

Quote 00000095 - Test Vendor

| General | Items | Questions | | Notes | Terms & Conditions | Attachments | Summary | Back to Bid | Provide Response |

Question #	Required	Question	Response
1	Yes	Are you certified?	○ Yes ○ No
2	Yes	How many years of experience do you have?	

Save & Continue

- Click the **Terms & Conditions** tab.

- Each of the documents you attached to the Bid will appear listed.

- Click **Yes** to accept the terms and conditions.

- If you click **Yes with exceptions** or **No**, you will be forced to enter a comment below.

- Click **Save & Continue**.

Quote 00000093 - Test Vendor

| General | Items | Questions | Subcontractors | Notes | Terms & Conditions | | Summary | Back to Bid |

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name		Description	File Size
⬇ Terms and Conditions~1.docx (Terms and Conditions~1.docx)	Download attachments		9,900 bytes

Do you accept the terms & conditions of the bid? ○ Yes ○ Yes with exceptions ○ No

REVIEW THE DOCUMENTS ATTACHED ABOVE BEFORE RESPONDING. IF YOU DO NOT FULLY AGREE WITH THE TERMS AND CONDITIONS OF THIS SOLICITATION, YOUR RESPONSE MAY BE DISQUALIFIED. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS, DO NOT SUBMIT THIS RESPONSE. IF YOU HAVE EXCEPTIONS TO THE TERMS AND CONDITIONS, AND THE DOCUMENTATION ATTACHED ABOVE STIPULATES THAT THESE ARE ALLOWED, YOU MAY ENTER THEM BELOW.

Accept the Terms & Conditions

Save & Continue

- Click the **Attachments** tab.

- The vendor can attach files to their response from here.

- The vendor can mark an attachment "Confidential" if they don't want it to become public.

- Select the **Summary** tab.

- You will be able to view all of the information entered on the previous tabs.

- If a red validation error displays along the top of the document, you must return to the appropriate tab and correct the issue.

- Once able, click the **Submit Quote** button on the bottom of the screen.

- The screen will refresh.

- Click the **Back to Bid** link next to the **Summary** tab.

Quote 00000093 - Test Vendor

General | Items | Questions | Subcontractors | Notes | Terms & Conditions | Attachments(1) | Summary | Back to Bid ⬅

Header Information

Quote #:	00000093	Bid #:	AGENCY12-000035	Status:	Submitted
Organization:	Test Organization				
Description:	test	Delivery Days:	0		Confirm the response is submitted
Bid Flag:		Alternate Bid:	No		
Freight Terms:	Freight Allowed	Ship Via Terms:	Best Way	Payment Term:	Net 30
Promised Date		Info Contact:		Quote Total:	$0.00

- The Bid document will appear. Scroll down to the bottom of the screen.

Bid Solicitation: AGENCY12-000035

Header Information

Bid Number:	AGENCY12-000035	Description:	test	Bid Opening Date:	11/30/2011 10:02:00 PM
Purchaser:	Administrator System	Organization:	Test Organization		
Department:	TEST - Test Department	Location:	TEST - Test Location		
Fiscal Year:	12	Type Code:	IB - Invitation to Bid (ITB)	Allow Electronic Quote:	Yes
Alternate Id:		Required Date:	11/30/2011	Available Date :	
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	Scroll down ⬇
Purchase Method:	Open Market				

- Click the **Bid Q&A** button.

Item Information

Item # 1: (963 - 47) meals

NIGP Code: 963-47
Meals

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
5.0		EA - Each				

Manufacturer:	Brand:	Model:
Make:	Packaging:	

Print Page | Create Quote | Bid Q & A | Exit

- Any Questions and Answers you've already posted will appear in the "Current Q&A for this bid" section.

- If you allowed vendors to submit questions, then the "Add new questions" section appears.

- Log out as a vendor.

- Click **Log In** on the screen that appears.

- Login to eMaryland Marketplace as yourself.